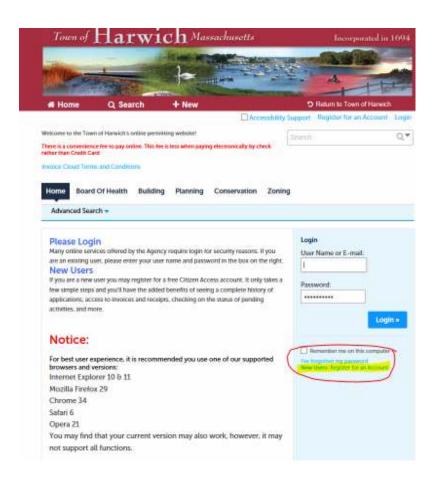
CREATING AN ACCOUNT WITH ACCELA CITIZEN ACCESS

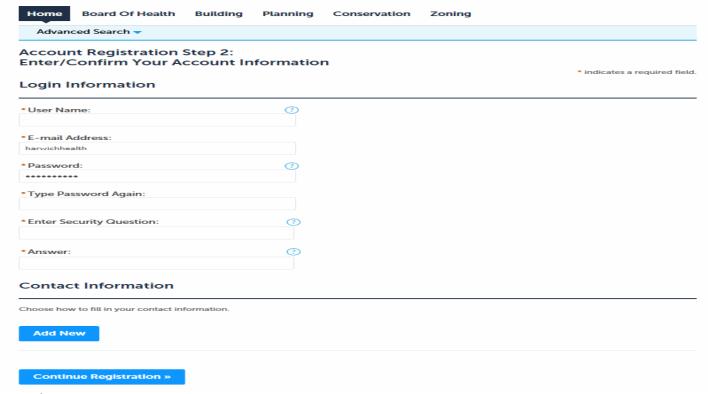


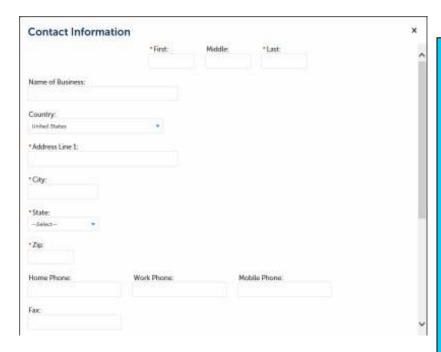
CREATING A USERNAME AND PASSWORD

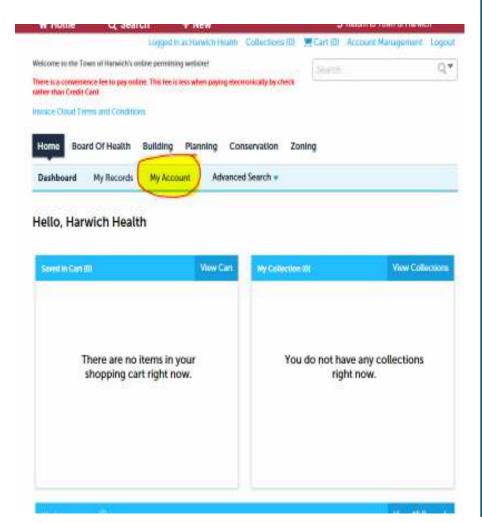
By creating an account, you will be able to submit applications and pay for permits.

Your account can save all of your pertinent information such as licenses, workers compensation information and contact information.

All fields with a red asterisk (*) are REQUIRED to be completed.







Add new contact information.

Make sure to fill in all of the required fields (the ones with the red asterisk *.

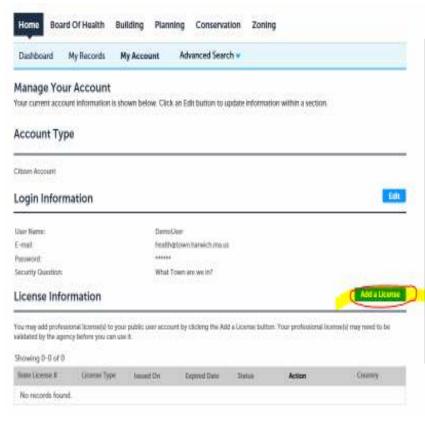
A box will pop up saying the information is not found, click continue to create a new account. Click Continue

Now your account is set up and you are able to personalize it with your license types and additional contacts.

You need to log out and back in to start this personalization process.

From the Home page, select My Account.

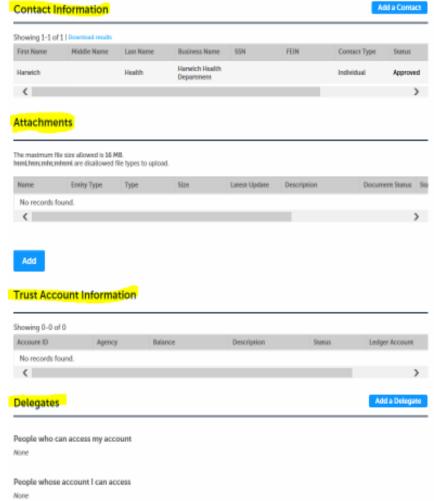
You can add a license or contact at any time. Having saved licenses and contacts allows you to select the license/contact during application submittals instead of entering the information each time.



Inspectors/Evaluators must be in the Harwich database in order to come up in a search.

You must enter your State License Number. If it does not come up, try entering SE or SI as a prefix to the number (ex. SI 670 or SI670). If you are still having trouble, contact our office to make sure you are in our database

Once you find it, click "connect"



You are able to add additional contacts to your account. This may be useful if you are a company with more than one employee that will be submitting reports or permit applications.

Attachments such as workers compensation forms or certifications can be added here. A box will pop up allowing you to upload a document from your computer.

Trusted Account information allows you to add a "delegate". This feature allows someone to submit applications on your behalf as well as make payments.